



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Staff Services Analyst
Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2817 - \$4446 SSA
\$4400 - \$5348 Assoc TPO

Will consider both levels for recruitment purposes

Under the supervision of the Assistant Manager of the Interim Financing Section and the direction of the team leader, the incumbent provides technical and analytical support for payment of State debt and maintenance of the Debt Management System (DMS). The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Develops queries to extract data from DMS to facilitate debt service payments from State agencies for principal and interest on all general obligation and revenue bonds for which the STO serves as trustee; reviews and verifies the accuracy of claim schedules; and works on a continuous basis with various State agencies, the State Controller's Office, the Bondholder Services Section and the Cash Management Division to ensure necessary funds are available and transferred to fiscal agents on a timely basis.
- Coordinates with the Information Technology Section related to issues with the DMS. Regularly meets with management to set the system priorities of the Division. Prepares reports as to the status of service requests.
- Compiles, prepares and documents various bond sales reports to enable management to evaluate and monitor bond service providers' performance and bond pricing; maintains statistical data on pricing and total debt issued and analyzes such data as requested by management.
- Performs other fiduciary and trustee-related tasks, such as remitting bond proceeds to the State Treasury and preparing transfer letters and investment memoranda.

DESIRABLE QUALIFICATIONS:

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is **LIST ELIGIBILITY** please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-515-4223-006" next to the classification on your application/resume, i.e., Associate Treasury Program Officer (820-515-4223-006). If you do **NOT** indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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PFD/515/dls
10/09/08